
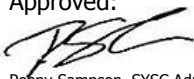
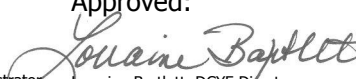


2445 SYSC BUILDING ALARMS	
Chapter: Sununu Youth Services Center	Section: Physical Plant and the Environment
 <p>New Hampshire Division for Children, Youth and Families Policy Manual Policy Directive: 15-19 Effective Date: April 2015 Scheduled Review Date:</p>	<p>Approved:  Penny Sampson, SYSC Administrator</p> <p>Approved:  Lorraine Bartlett, DCYF Director</p>
Related Statute(s): RSA 621 Related Admin Rule(s): Related Federal Regulation(s):	Related Form(s): Bridges' Screen(s) and Attachment(s):

The SYSC utilizes an alarm system to support the belief that everyone deserves to be safe. Part of supporting safety is maintaining a safe environment. This policy identifies how the alarm system is to be operated and expectations of staff to support the SYSC as a safe environment.

Purpose

This policy provides procedures to maintain the security of buildings located on the Sununu Youth Services Center campus during non-business hours.

Definitions

SYSC," or the **"John H. Sununu Youth Services Center,"** or the **"Youth Detention Services Unit"** means the architecturally secure juvenile treatment facility administered by the DHHS Division for Children, Youth and Families for committed juveniles and detained youth, and for NH youth involved with the NH court system prior to their adjudication.

Policy

- I. The buildings on the Sununu Youth Services Center campus are secured by an alarm system.
 - A. With the exception of the Administration Building, all buildings will be armed 24 hours a day.
 - B. Administration Building will have an intrusion alarm automatically activated during non-business hours, from midnight to 6 am daily.
 - C. All alarms are hardwired and operate on battery power.
 1. Maintenance staff will address all concerns with the operations of the alarms as identified in section IV below.
 2. Maintenance staff are responsible to document and track the replacement of batteries.
 - D. Each maintenance employee will be assigned an access code to arm and disarm the alarm system.
 - E. Key fobs to arm and disarm the alarm will be kept in SYSC Central Control as inventoried items.

II. All non-maintenance employees who need access to the Administration Building during non-business hours (Midnight to 6 AM), or any other buildings on the SYSC campus, will be required to report to SYSC and notify the On-Duty Supervisor for building access.

A. If the On-Duty Supervisor approves the request to access the building:

1. The employee will be given instructions on how to access a building by the On-Duty Supervisor and directed to SYSC Central Control;
2. SYSC Central Control will identify if there is a specific point of entry that must be used to enter the building;
3. The employee will sign-out a key fob for use to arm and disarm the system while accessing the building;
4. While in the building, the employee will sign-in with their name and the date, time, and purpose for entering the building;
5. Once business is complete, the employee will sign-out the time leaving the building and arm the system; and
6. The employee must return the key fob to the SYCS Central Control and sign that the key fob was returned.

B. If the On-Duty Supervisor does not grant access, the non-maintenance employee should be advised to return during business hours, as appropriate.

III. Response to Alarm Activations:

A. Water bug:

1. Upon receipt of a water bug alarm, the Central Control Operator will notify the On-Duty Supervisor.
2. The On-Duty Supervisor will respond to the building with water bug alarm to assess the situation.
3. The On-Duty Supervisor will:
 - (a) Reset the alarm; or
 - (b) Contact maintenance if needed.

B. Intrusion Alarm:

1. Upon receipt of an intrusion alarm, the Central Control Operator will notify the On-Duty Supervisor of the intrusion alarm and from what building.
2. The On-Duty Supervisor will respond to the building for an initial check.
 - (a) Visually check windows and doors for entry.

(b) DO NOT GO INTO THE BUILDING.

3. If it appears that entry has been made:

(a) Radio SYSC Central Control to call 911 to report a possible break-in;

(b) Wait outside the building for police to arrive;

(c) Once police clear the building, attempt to reset the alarm; and

(d) If the alarm does not reset:

(1) Leave the alarm off; and

(2) Notify maintenance pursuant to IV below.

IV. Notify Maintenance if:

A. The indicator signals a low battery;

B. There is a loss of communication; or

C. There is a malfunction with the alarm such that it will not activate/remain activated.

Practice Guidance

Will the alarm for the Administration Building be armed on the weekends?

- The alarm system for the Administration Building will be armed 7 days a week from midnight to 6 am.

Is the key fob the same as my badge/card key I swipe to enter the Administration Building?

- No. The key fobs are for activating/deactivating the building alarms, whereas the card keys are swiped to unlock doors.